

TSC SMALL TRAINING DEVICES EQUIPMENT REQUEST FORM

(PLEASE PRINT)

1. TO: Training Support Center
Fort Dix, NJ 08640

2. ORGANIZATION:

3. ACCOUNT NUMBER:

4. REQUESTOR:

5. ALTERNATE POC

6. PHONE(S) AV:

COMM:

7. DESIRED PICK-UP DATE:

TURN IN DATE:

- INDIVIDUAL PICKING UP ISSUE MUST BE ON SIGNATURE CARD! -

8. REQUESTED ITEMS:

9. SPECIAL INSTRUCTIONS:

10. REQUEST RECEIVED BY:

DATE:

TSO NOTES

MILES REQUIREMENTS FOR ANNUAL TRAINING

The suspense for submitting MILES requirements for annual training is 1 April 02. We need your requests early due to West Point's requirement to support summer cadet training.

TURN-IN OF IN-OPERABLE EQUIPMENT

We ask your assistance in identifying problems you encounter during the operation of TSC loaned equipment (training aids, devices, simulators, and audio visual equipment). Typically the trainer who uses the equipment is not the same person who turns it back in the TSC. When our supply folks ask "*How did it work?*", we'll get the response, "*They said it was broke*". If your trainers can include a brief explanation, such as "*simulator fires erratically*" or "*VCR won't track*", it will help us isolate the problem and get the item repaired and returned to service more rapidly.

- THANK YOU -

Training Support Officer and Contracting Officer's Representative

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AV Specialist / QAE / Shop Smart Point of Contact

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